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No. 24789

MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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**MANUAL FOR
THE STEWARDHIP cc**

registration number: ck95/40469/23

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- B 1 Introduction to the company
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- B3 Section 10 guide on how to use the Act.
- B4 Company records available in terms of legislation
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 - (iii) The request procedures
- B6 Other information relating to this company.
- B7 Availability of the manual i.e. where can it be found
- B8 Prescribed Fees for private bodies who wish to access company information.

B: COMPANY PARTICULARS:**B1 Introduction to the company:**

The company conducts its business in real estate sales, marketing of homeopathic products (for Numedicines (Pty) Ltd)

B2 Contact details:

Physical address: 65 Third Road, Kew, Johannesburg:

Postal address: P.O. Box 891660, Lyndhurst, 2106

Telephone numbers: 082 539 4780 facsimile numbers (011) 786 6388

E mail: hydro@netactive.co.za

Contact person to request information: Gail Vorster - Member

B3 The section 10 guide on how to use the Act

Please direct any queries to: PAIA Unit
The Research and Documentation Dept,
P.O. Box 2700
Houghton 2041

Tel: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

Email: PAIA@sahrc.org.za

COMPANY RECORDS:**B4 The Stewardship holds the following records:**

Records that are kept in terms of legislation:

- Income Tax Act No 61 of 1973
- Vat Act No 89 of 1991
- Companies Act No 61 of 1973

B5 Access to records held by the Company

- (i) Records that are automatically available.
- Product information

(ii) Records that are available on request only:

- Company registration records

(iii) The request procedure.

All requests to access information should be made in writing on the form as prescribed in the Government Gazette 223 of 9 March 2001 and addressed to the contact person specified in B2.

The requester must provide sufficient detail on the request form to enable the contact person to identify the record and the requester. Forms requesting information will not be considered, if the forms are not fully completed.

The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the contact person of the company.

B6 Other information as may be prescribed

Income tax number: 9579 985 848
Registered at: Johannesburg

B7 Availability of the Manual

- A copy of the manual can be viewed free of charge at the company's premises, 65 third Ave, Kew, Johannesburg.
- Or at the SAHRC on www.sharc.org.za
- Or in the Government Gazette

B8 Prescribed Fees

The schedule prescribing the fees and the prescribed forms for requesting access to information are not included in the manual. The fees schedule and the request forms are available from the SAHRC on www.ssahrc.gov.za or can be obtained from the website of the department of justice and constitutional Development (www.doj.gov.za)

ACCESS TO INFORMATION MANUAL

**Maurice Williams Engineering
& Construction Cost Consultants cc***registration number: ck 97/26150/23***A CONTENTS:****B Company particulars**

- B 1 Introduction to the company
- B2 Contact details
- B3 Section 10 guide on how to use the Act.
- B4 Company records available in terms of legislation
- B5 Access to the records held by the company
 - (i) Records that are automatically available.
 - (ii) Records that **may be** requested
 - (iii) The request procedures
- B6 Other information relating to this company.
- B7 Availability of the manual i.e. where can it be found
- B8 Prescribed Fees and prescribed forms for private bodies who wish to access company information.

Definitions:	The following words will bear the following meaning in this manual:
"The Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published.
"the/this Manual"	shall mean this manual together with all annexures thereto available at the offices of the company.
"the company"	shall mean the private company known as Maurice Williams Engineering & Construction Cost Consultants cc
"SAHRC"	Shall mean the South African Human Rights Commission
"contact Information Officer"	A duly appointed person will serve as the information officer, to whom all requests for access to information should be addressed.

B: COMPANY PARTICULARS:**B1 Introduction to the company:**

The company provides assistance to Engineering and Construction Contractors and Client organizations in respect of contractual problems including inter alia preparation of contractual claims or defenses arising there from. Resolution of disputes in mediation, arbitration and assisting the client's legal team in the event of litigation proceedings.

B2 Contact details:

Physical address: 32 Karob Crescent, Fourways Gardens, Gauteng

Postal address: P.O. Box 67496 Bryanston

Telephone: +27 11 465 4132 facsimile: +27 11 465 0168

e mail : tmwill@iafrica.com Contact/ info. officer: **Maurice Williams**

B3 The section 10 guide on how to use the Act:

Please direct any queries to: PAIA Unit
The Research and Documentation Dept,
P.O. Box 2700
Houghton 2041
Tel: +27 11 484 8300
Fax: +27 11 484 0582
Website: www.sahrc.org.za
Email: PAIA@sahrc.org.za

COMPANY RECORDS:**B4 The Company holds records and categories of records in compliance with the following legislation:**

- Insolvency Act 24 of 1936 (section 134 and 155)
- Pension funds Act No 24 of 1956
- Copyright Act no 98 of 1978
- Attorneys Act no 53 of 1979
- Regional Services Councils Act No 109 of 1985
- Occupational Health and Safety Act No 85 of 1993 (section 97)
- Labour Relations Act No 66 of 1995
- Basic Conditions of employment Act No 75 of 1997 (section 31)
- Skills development Act No 97 of 1999
- Equity Employment Act No 55 of 1998 (section 32)

- Skills development Levy Act No 9 of 1999
- Unemployment Insurance Act No 63 of 2001

B5 Access to records held by the company

(i) Records that are automatically available

- Company brochures on products and services
- HR Policies and procedures
- Equity Employment plan and Policy
- Skills development plan and Policy
- List of affiliated companies or associations

(ii) Records that are available on request.

- Contracts of employment
- Shareholders agreements
- Details relating to the operational, commercial and Financial interests of the company
- Human resources records of existing and past employees
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relating to Pension fund
- Client data base

(iii) The request procedure.

All requests to access information should be made on the prescribed form and addressed to **Maurice Williams**, at the contact details specified above. The procedure for the submission of the request form is prescribed in the Government Gazette 223 of 9 March 2001, or obtained from www.sahrc.org.za

The requester must provide sufficient detail on the request form to enable the contact person to identify the record and the requester.

The requester must identify the right that is sought to be exercised or to be protected and explain why the requested record is required.

If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request.

B6 Other information as may be prescribed

Income tax number: 4130172481. Office of registration: Johannesburg.

B7 Availability of the manual

- A copy of the company's manual can be reviewed free of charge at the company at 32 Karob Crescent Fourways Gardens, Gauteng
- At The South African Human rights commission, www.sahrc.org.za
- Published in the Government Gazette.

B8 Prescribed Fees, and the prescribed request form:

The schedule prescribing the fees and the prescribed forms for requesting access to information, are not included in this manual. This schedule and the request forms are available from the SAHRC on www.sahrc.org.za or can be obtained from the website of the department of Justice and Constitutional Development (www.doj.gov.za)

ACCESS TO INFORMATION MANUAL**Tie Weavers SA (Pty) Ltd***registration number: 1967/013085/07***A CONTENTS:****B Company particulars**

- B1 Introduction to the company
- B2 Contact details
- B3 Section 10 guide on how to use the Act.
- B4 Company records available in terms of legislation
- B5 Access to the records held by the company
 - (i) Records that are automatically available.
 - (ii) Records that **may** be requested
 - (iii) The request procedures
- B6 Other information relating to this company.
- B7 Availability of the manual i.e. where can it be found
- B8 Prescribed Fees and prescribed forms for private bodies who wish to access company information.

Definitions:	The following words will bear the following meaning in this manual:
"The Act"	shall mean the Promotion of Access to Information Act, No 2 of 2000, together with all relevant regulations published.
"the/this Manual"	shall mean this manual together with all annexures thereto available at the offices of the company.
"the company"	shall mean the private company known as Tie Weavers SA (Pty) Ltd
"SAHRC"	Shall mean the South African Human Rights Commission
"contact Information Officer"	A duly appointed person will serve as the information officer, to whom all requests for access to information should be addressed.

B: COMPANY PARTICULARS:**B1 Introduction to the company:**

The company produce (manufactures) fabric that is utilized for making neckties.

B2 Contact details:

Physical address: 27 Thora Crescent, Wynberg 2090

Postal address: P.O. Box 786318 Sandton

Telephone: +27 11 444 1937 facsimile: +27 11 444 5818

Website: www.tieweavers.co.za e mail : ivor@tieweavers.co.za

Contact/ information officer: Ivor Spiro - Director

B3 The section 10 guide on how to use the Act:

Please direct any queries to: PAIA Unit
The Research and Documentation Dept,
P.O. Box 2700
Houghton 2041
Tel: +27 11 484 8300
Fax: +27 11 484 0582
Website: www.sahrc.org.za
Email: PAIA@sahrc.org.za

COMPANY RECORDS:**B4 Tie Weavers SA (Pty) Ltd holds records and categories of records in compliance with the following legislation:**

Pensions Funds Act No 24 of 1956
Companies Act No 61 of 1973
Regional Services Councils Act No 109 of 1985
Value Added Tax Act No 89 of 1991 (section 65)
Basic Conditions of employment Act 75 of 1997 (section 31)
Skills Development Levies Act 9 of 1999
Unemployment Insurance Act no 63 of 2001

B5 Access to records held by the company**(i) Records that are automatically available**

- List of employees including Directors
- List of affiliated companies and associations

(ii) **Records that are available on request.**

- Shareholders agreements
- Registration documents of the company
- Details of Property owned by the company
- Details relating to the commercial, operational and financial interests of the company, including debtors, creditors records
- Human resources records of existing and past employees
- Insurance policies
- Rules and regulations relating to Pension Fund
- Client Data base

(iii) **The request procedure.**

All requests to access information should be made on the prescribed form and addressed to **Ivor Spiro**, the contact person. The procedure for the submission of the request form is prescribed in the Government Gazette 223 of 9 March 2001. or can be obtained from www.ssahrc.org.za

The requester must provide sufficient detail on the request form to enable the contact person to identify the record and the requester.

The requester must identify the right that is sought to be exercised or to be protected and explain why the record is required.

If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request.

B6 Other information as may be prescribed

Value Added tax number: 490121245 Office of registration: Johannesburg

B7 Availability of the manual

- A copy of the company's manual can be found on the premises of the company at: 27 Thora Crescent, Wynberg 2090.
- On www.tieweavers.co.za
- At The South African Human rights commission, www.sahrc.org.za
- Published in the Government Gazette.

B8 Prescribed Fees, and the prescribed request form:

The schedule prescribing the fees and the prescribed forms for requesting access to information, are not included in this manual. This schedule and the request forms are available from the SAHRC on www.sahrc.org.za or can be obtained from the website of the department of Justice and Constitutional Development www.doj.gov.za.

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